

SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Custodian I

Revision Date: 1/03
EEO Code: Service-Maintenance
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Supervisor, assists in the maintenance and cleaning of all City operated facilities.

III. Essential Duties:

- Assists the Operations Supervisor in building custodian maintenance and work order completion
- Cleans, vacuums, and empties trash
- Dusts and spot washes walls and work surfaces
- Operates a vacuum & carpet cleaner
- Cleans restrooms, sanitizes fixtures, re-stocks paper, and mops
- Assists in preparing rooms for meetings & events
- Buffs and waxes floors
- Shovels snow as needed

IV. Marginal Duties:

- Locks and unlocks buildings
- Respond to emergencies
- Reports problems, unsafe conditions and/or defective lights and equipment to Operations Supervisor
- Performs other related duties as assigned.

V. Qualifications:

Education: At least two years of high school completed.

Experience: None. This is an entry level position. Experience with automated equipment helpful.

Knowledge of: Cleaning techniques; safety practices; Material Safety Data Sheets (MSDS).

Responsibility for: Assisting the Facilities Supervisor in keeping City facilities clean; safety of City employees and visiting public as related to the performance of duties.

Communication Skills: Understand and follow directions.

Tool, Machine, and Equipment Operation: May require the use of automatic carpet cleaner, mop and sweeper.

Analytical Ability: Must be able to work as a team, helping other employees and the public; must be able to work independently; must be able to recognize unacceptable conditions and correct them with a minimum of direction. meticulous persons preferred; must be able to follow directions and complete a daily routine as specified.

VI. Working Conditions:

Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working

conditions including the handling of hazardous materials; regular kneeling, bending and stooping; occasional heavy (45 pounds and over) lifting and carrying; Evening and some weekend work required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____
DATE: __/__/__

PERSONNEL DEPT. APPROVED BY: _____
DATE: __/__/__